

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO: 5-76

19 May 1976

## INFORMATION SCIENCE FOR MANAGERS II

The Office of Training announces another offering of the "Information Science for Managers II" course. This interagency course is designed to cover new methodologies for Management and Intelligence. It is applicable to those in support and operations, as well as intelligence assignments.

The course is designed for executives, managers, potential managers, supervisors, members of management staffs, and other senior professionals with intelligence, collection, production, support, administration, operations, or management responsibilities. It stresses the *application* of information systems and systematic methods of analysis by *systems users* to a variety of management, intelligence and support tasks. It is designed for skilled systems specialists and the content of the course is readily understood by those with no scientific, technical or computer training.

Each student receives a fundamental knowledge of forecasting, probability, decision trees, correlation and regression analysis, network analysis, linear programming, sampling, resource allocation, PERT, decision-making, and other systematic methods of analysis as they apply to management tasks in intelligence organizations. He is introduced to the use of computer terminals, the application of computer programs to management and intelligence problems.

### OBJECTIVES

Each participant will be able to:

1. Identify the capabilities, limitations, and applications of systematic methods of analysis in management, support, operations, administration, and the collection and production of intelligence.

ADMINISTRATIVE - INTERNAL USE ONLY

2. Use a computer terminal to apply the terminology and basic techniques of management science in simple applications in his own field.

3. Use the terminology and basic techniques of information science to communicate effectively and collaborate with systems professionals on more difficult problems and requirements.

4. Apply a wider range of rational choices in the analysis of problems and in the decision-making tasks of his organization.

#### ELIGIBILITY

GS-11 officers and above, and those with equivalent military rank, who hold a professional-level assignment in an intelligence organization. No previous technical, scientific, math or computer training is necessary.

#### SECURITY

Final TOP SECRET security clearance with certification of access to SI/TK is required.

#### DATE and TIME

12 through 23 July 1976. 0900 to 1600 hours daily, two weeks, full time.

#### LOCATION

4600 N. Fairfax Drive, Arlington, Virginia, (Chamber of Commerce Building). No transportation will be provided. Detailed instructions on directions to the building, including details on parking, will be mailed to the students prior to the start of the course.

#### REGISTRATION

Form 73, "Request for Internal Training," must be submitted to OTR/ISTB, [redacted] Chamber of Commerce Building, by 16 June 1976. These requests will be submitted through the Training Officer of each Directorate and through the Cover and Commercial Staff, as personnel of other Intelligence Community agencies will attend this course.

#### FURTHER INFORMATION

[redacted]